



Secretary of State  
Department of Archives and History  
330 Capitol Avenue, S.E.  
Atlanta, Georgia 30334

Max Cleland  
SECRETARY OF STATE  
(404) 656-2881

Edward Weldon  
DIRECTOR  
(404) 656-2358  
INFORMATION (404) 656-2393  
FAX (404) 651-9270

NOTICE OF ADMINISTRATIVE CHANGE TO RECORDS RETENTION

SCHEDULE NO. 89-0033

DATE: April 22, 1993

TO: Vickie Oakes - Lamb - RMO, Department of Education

FROM: Peter E. Schinkel - Head, Schedule Section

SUBJECT: Receipt and acceptance of administrative change  
report submitted March 18, 1993; application file  
#930318-01

SCHEDULE #: 89-0033-M

EFFECTIVE  
DATE: March 18, 1993

SERIES: "Teacher Recruitment Vacancy Posting Files," 1980  
and continuing

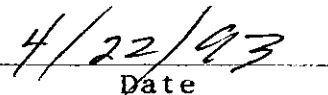
CHANGE: #12. Approved Disposition Instructions "Cut-off"

FROM: Fiscal Year [FY]

TO: Calendar Year [CY]

This change has been accepted and filed with the official copy of the approved schedule (copy enclosed). A copy of the change letter will be filed at the State Records Center.

  
Peter E. Schinkel  
Schedule Section

  
Date

encl: Photocopy of schedule #89-0033, effective 6/12/93

cc: RGS Schedule Case File  
State Records Center Schedule File  
Robert E. White, Assistant Director



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

881028-02

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Recruitment Office 1858 Twin Towers East, Atlanta, GA.30334	Application Number	89-033
Application Number		Date Received	Date Completed
		MAY 10 1989	JUN 12 1989
2. Person to Contact Linda Jordan		Working Title Coordinator	Telephone Number 656-4339
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1980      to date		5. Records Series Title (followed by title used in office, if different) Teacher Recruitment Vacancy Posting Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and post-secondary institutions in the area of staff development, teacher education and recruitment. This division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs, teacher education and recruitment. The Teacher Recruitment Unit was established to assist Georgia public school systems in recruiting qualified teachers. This responsibility is met by three major services: 1. Vacancy Posting Service, 2. Available Personnel Files and 3. Job Fairs. Standard G-10-QBE requires that each system post vacancies with Teacher Recruitment in writing at least once each year. Teachers may obtain the vacancies posted when they are registered with Teacher Recruitment. Teachers may be placed in the Available Personnel File by filling out a Personnel Data Form and submitting it to Teacher Recruitment. The Available Personnel File is set up by subject or teaching field and lists of available teachers are supplied to systems upon request. During peak employment months Teacher Recruitment sponsors job fairs in various locations in the state.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining Vacancy Listing for Teaching Positions in local school systems  Included are: Notifications received from local school systems of vacancies for teaching positions. Notices are maintained in Active Log Book for 30 days and are filed by Teaching Subject Area. After notices are posted for 30 days they are removed from the Active Log Book. After completion of the Monthly Report notices are filed by school system. An Annual Report is prepared from Monthly Report Data.  File is arranged: By Subject Teaching Field for 30 days, thereafter alphabetically by local school system.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>As needed</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ Current Total Accumulation: 1 1/2 Lateral Drawers (approx. 5 cu ft)			

X	Is this an official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Annual Report (Record Copy is archived by Office Head-Schedule 82-82)
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

**11. Retention Requirements** The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Notifications are needed by Teacher Recruitment in order to prepare Monthly Summary Reports which are combined for the Annual Report at the close of each year. Also, QBE Standard G-10 (Personnel) requires that schools must report vacancies to Teacher Recruitment. Teacher Recruitment Office must retain notifications in order to verify compli-

**12. Approved Disposition Instructions** This agency recommends that the file series be cut off at the end of each: \_\_\_\_\_ with School Standards  
☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then  
☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then  
☒ Transfer to State Records Center; hold 1 \_\_\_\_\_ year(s); then  
☒ Destroy.  
☐ Transfer to State Archives for permanent retention.  
☐ Other (Specify)

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. Dorman</i>	10/25/88	<i>Tickie Oakes</i>	10/25/88
881028-02 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 89-033		State Records Committee (Signature)	Date
		State Auditor/Designee	6/12/89
		Secretary of State/Designee	6/5/89
		Governor/Designee Attorney General/Designee	6/7/89